



BOXBOROUGH COMMUNITY PRESERVATION COMMITTEE

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CPC MINUTES

May 7, 2015 / Grange Meeting Room / Town Hall

MEMBERS PRESENT:

Hugh Fortmiller, At-large

Mitzi Garcia-Weil, Recreation Commission

Rita Gibes Grossman, Clerk, At-large

Owen Neville, Chair, Planning Board

John Neyland, Agricultural Com

Dennis Reip, Conservation Com

John Rosamond, Finance Com

MEMBERS ABSENT: Alan Rohwer, Historical Com; Ron Vogel, Housing Board

OTHERS:

Susan Bak, Board of Selectmen

HANDOUT: 1st Draft of Boxborough CPC timeline using Concord's format (labelled Concord in header)

7:34 Meeting called to order by chair Owen Neville

MINUTES: Dennis R. moved and Mitzi W. seconded to approve the minutes of April 30th. After discussion, vote unanimous.

1. ANNUAL TOWN MEETING (ATM) PRESENTATION:

- a. Owen noted that the CPA motion for Article 8 as currently prepared has a discrepancy in the amount of money which should be 10% for each category yet the actual amount is .1% over 10% due to rounding. Owen clarified with accountant that CPC is legally compliant. Dennis also noted that the exact amount will not be known until the fall with the State match.
- b. Discussed slide presentation content and Rita will email copy to committee members.
- c. Owen noted that Selina will prepare motions for amendments to Article 8, if they are needed, on ATM floor.

2. PROCESS AND DOCUMENT DEVELOPMENT

- a. Timeline: Using Concord's timeline as a draft, a sample timeline for Boxborough was distributed drafted by Selina based on the ATM timeline. Dennis R. noted that the vetting process for projects can be very time-consuming John R. noted that the warrant deadline needs to be considered as we make revisions. Owen thought that the Town's ATM process needs to move-up to avoid deferred opinions. John R. suggested the timeline needs to reflect the two step application process. Discussion

- about being prepared to review applications and assess applicability, need for flexibility. Dennis R. noted that if a project is questionable it still can go to ATM without using CPA funds. John R. indicated that we need to use the Town's website to educate residents, stakeholders and applicants.
- b. Format: Owen and Mitzi felt that the linear timeline format was too confusing and should be presented as a list.
 - c. Dates: Proposed informational meeting of November 12th, be changed to September 10th and discussion ensued about readiness and what needs to be accomplished by the CPC.
 - d. CP Plan: Rita noted the need to do a CP Plan concurrent with the timeline and discussion ensued. Consensus to get CPCoalition advice on CPC process and CP Plan development. Owen will call Stuart Saginor to get guidance on:
 - i. i. CP Plan
 - ii. ii. Needs assessment
 - iii. iii. Whether information date in Sept. is realistic
 - iv. iv. Comparable town examples for application packet, and, take into consideration new CPA adoption status.
 - v.
 - e. Susan B. suggested that the Committee may wish to use subcommittees to get work done. John N. thought getting input from Stuart before getting off in a wrong direction would be wise.
 - f. Discussion about subcommittee work:
 - i. i. Dennis will work on timeline in list format using Town's ATM and budgetary deadlines
 - ii. ii. Rita will identify the process for doing the needs assessment
 - iii. iii. John R. will work on a one page application for step 1 to determine project qualification.
 - iv.
 - g. Owen pointed out that CPC has statutory requirements that may exceed some of the town's routine practice for vetting projects.
 - h. Consensus that the process needs to be flexible as needs arise; and, CPC desire to work with all applicants and stakeholders. Rita G. reiterated the need to have solid needs assessment process.
 - i. John N. requested that Owen be specific with Stuart about our needs, and request for information, and, consensus that we invite him to June 4th meeting.

CPC MEETING SCHEDULE:

Dennis R. moved and John N. seconded to approve the following dates: June 4 & June 18th; July 9th; Aug. 6th and Sept. 10. After discussion, vote was unanimous.

8:40PM Rita G. moved and John R. seconded to adjourn. Vote unanimous.

Respectfully submitted,
Rita Gibes Grossman, Clerk